

Decision Letter

August 25, 2021

RE: Freedom of Information Request: Freedom of Information Request – Free Parking Passes
OUR FILE NO: A17-052-2021

Dear Kristen Schulz,

On June 15, 2021 you submitted this request to the City of Waterloo (the “City”) to access records:

Please provide documentation on the names or positions of anyone the city provided free parking stalls/spots/ passes to in 2020. For example:

City Councillors – received a pass to park for free at the city’s parkade and a pass to park at metered parking without charge

Chief of Police – received a pass to park for free at the city’s parkade

Fire Chief – received a pass to park at a city parking lot

Time Period: January 01, 2020 to December 31, 2021

On June 17, 2021, you were sent an email to set up a meeting to clarify your request. No response was received.

On June 25, 2021, a further email was sent to set up a meeting. No response was received.

On July 02, 2021, an email was sent advising you that if you did not provide a response by July 16th, your request would be considered abandoned.

On July 06, 2021, you replied indicating that you were still interested in completing your request and were able to meet and clarify the request.

On July 07, 2021, following a telephone meeting, you were provided with a copy of the City's Employee Paid Parking Policy and asked to review it and clarify your request based on the terms of the policy.

On July 16, 2021, you provided clarification on your request that you were seeking information on any people who were permitted to park on City parking spaces where they would otherwise be required to pay.

On July 19, 2021, an email was sent requesting further clarification on:

- Whether the request was limited to employees and elected officials
- Whether the request was limited to annual passes
- Whether the request was limited to the lots described in the Employee Paid Parking Policy

On August 04, 2021, you clarified that you were only seeking records on employees and elected officials receiving annual passes covering all lots where a monthly parking pass could be issued.

Search requests for records were sent to our Economic Development division and our Revenue and Accounting division for records listing the names or positions of employees or elected officials receiving annual passes without being charged a fee.

No records were identified in the search as responding to your request, indicating that no such records are in the custody of the City.

The Act allows the City to recover costs related to searching for records, preparing records for release, and copying expenses (see section 45 and Ontario Regulation 823).

Please note that we have waived these costs at this time, however other costs may apply as a result of any future appeal, review, or new request.

You may request a review of this decision by submitting an appeal request with the Office of the Information and Privacy Commissioner (IPC) within 30 days from the date of this letter.

If you would like to appeal this decision, please provide the IPC with the following:

Waterloo City Centre, 100 Regina Street South, P.O. Box 337, STN Waterloo, Waterloo ON N2J 4A8
| P. 519-747-8704 | F. 519-747-8510 | TTY. 1.866.786.3941 | E. kevin.gerlach@waterloo.ca

The City of Waterloo is committed to providing accessible formats and communication supports for persons with disabilities. If another format would work better for you, please contact: **Legislative Services** division, 519-747-8549, clerkinfo@waterloo.ca or TTY at 1-866-786-3941.

www.waterloo.ca

1. An appeal form from the [Information and Privacy Commissioner website](http://www.ipc.on.ca) (www.ipc.on.ca) or a letter describing the situation. Be sure to include all the information in your letter, such as the name of the City of Waterloo and the file number assigned to your request at the top of this letter.
2. A copy of this decision letter.
3. A copy of your original request.

The City of Waterloo will provide you a copy of your request if you do not have one for your appeal. You must send a \$25 appeal fee to the IPC. Appeal fees should be in the form of either a cheque or money order made payable to the Minister of Finance.

Your appeal request must be mailed to the IPC at:

Office of the Information and Privacy Commissioner
2 Bloor Street East, Suite 1400
Toronto, Ontario
M4W 1A8

They can also be contacted by email at info@ipc.on.ca or by phone at 1-800-387-0073 if you need more information about filing an appeal request.

You may contact me via the information below if you require any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Gerlach'.

Kevin Gerlach, MPS
Records and Freedom of Information Analyst / Election Coordinator
Legislative Services Division | Corporate Services
519-747-8704 | kevin.gerlach@waterloo.ca